All Systems Geographic Report

Menu Option: Pub All Systems Geo Report

Purpose: This report is used to find case serial numbers by legal land description within all the LR2000 systems; **Case Recordation (CR), Mining Claim Recordation (MC)**, and **Status (ST)**. The report lists the system, legal land description, case type (Oil & Gas, Right of Way), serial number, case disposition, (active, closed, authorized, pending) the action (lease issued, row granted) that set the case disposition, and the case acres.

Selection Criteria: The criteria input for the report is found in the Public All System Reports menu grouping from the Reporting Application. This report allows you to search for cases in the LR2000 system by system ID and/or a combination of any of the following criteria.

The required criteria include System ID, Administrative State, and either the combination of Meridian, Township, and Range (MTR), or their combined Meridian, Township, Range, and Section (MTRS) designation.

Additional criteria that can be used include Geographic State, Case Type, and Case Disposition.

Procedure

- 1. Select **Pub All Systems Geo Report** from the reporting menu.
- 2. Be sure to follow the instructions at the top of the page.

INSTRUCTIONS:		
 Asterisk (*) indicates Mandatory Criteria - please select from the list of values. All entries must be in UPPERCASE. Either select one or more values from the list OR type in value(s). Separate values with a semicolon; if entering more than one. 		
*** Choose ONE and ONLY ONE - Meridian Township Range (MTR) -OR- Meridian Township Range Section (MTRS). ***		
MTR must be entered as: - 2 digits for Meridian <space>5 characters for Township<space>5 characters for Range</space></space>		
MTRS must be entered as: • 2 digits for Meridian <space>5 characters for Township<space>5 characters for Range<space>3 digits for Section</space></space></space>		
MTR Examples: • 08 T1N R1E • 08 T29N R35E • 08 T29N R100W	is entered as is entered as is entered as	08 0010N 0010E 08 0290N 0350E 08 0290N 1000W
MTRS Examples: • 08 T1N R1E Sec 1 • 08 T29N R35E Sec 10	is entered as is entered as	08 0010N 0010E 001 08 0290N 0350E 010
IF it is necessary to enter a half township or half range, the last zero is replaced with 2. For example: - 14 T3 1/2 N R28E is entered as 14 0032N 0280E - 14 T3 1/2 N R28 1/2 E is entered as 14 0032N 0282E		
See Reference Codes link above for a valid Meridian Code. All other criteria are optional. If Disposition is selected, to get Status cases, "Null" must be one of the values selected.		
* System ID	Select Value	▼
* Admin State	Select Value	▼
Geo State	Select Value	▼
* Meridian Township Range	Select Value	▼
Section	Select Value	▼
Casetype Code	Select Value	▼
Disposition	Select Value	▼
Admin Agency Code begins withSelect Value ▼		
OK Reset ▼		

Identify the Mandatory Information

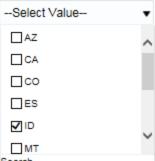
- 3. To specify the **System ID** associated with the Customer, enter the code using ALL CAPS in the text box or select from the list box.
 - CR for Case Recordation
 - MC for Mining Claims
 - ST for Status



TIP: To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the drop-down to open the list box and then select multiple items in the list box.

4. To specify the **Admin State** in which the customer resides.

Type the two-letter state code in ALL CAPS in the text box or select it from the list box.



5. Click the drop-down for **Geo State** to specify the geographic state(s) associated with the land. Only the geographic states associated with the Admin State appear in the Geo State list. If the Admin State has not been selected yet, all states appear in the selection list.

Enter the two character state code(s) using ALL CAPS in the text box or select from the list. When entering multiple States, separate them with a Semicolon with no spaces.

6. Click on the dropdown to specify the **Meridian Township Range**. Meridian Township Range drop-down lists will be limited to the Admin State that you selected previously.

MTR must be entered as:

2 digits for Meridian, Space, 5 digits for Township, Space, 5 digits for Range. For example to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

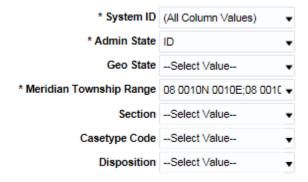
ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, NO DATA WILL BE RETURNED.

There are several ways to select/enter the MTR:

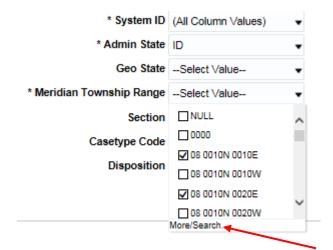
A. The MTR can be manually typed into the text box.



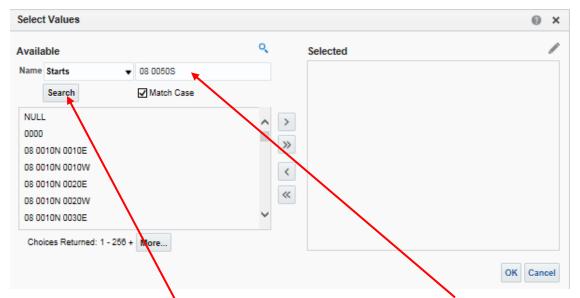
Multiple MTRs can be entered separated by a **Semicolon** with no spaces.



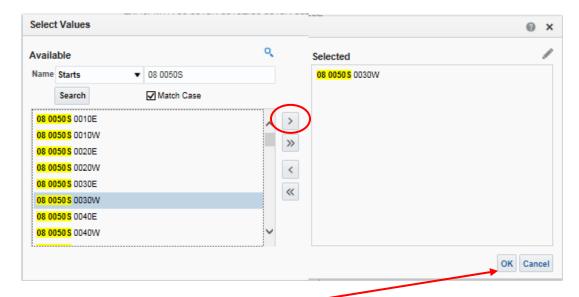
B. The MTR(s) can be selected from the Choice List.



If the MTR you are looking for is not listed, click on **More/Search**.

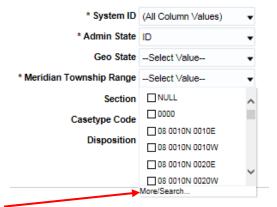


Choose the operator you would like and then type in the MTR in the **text box** to the right of the operator. Then click on **Search**. For example: **Starts** (Begins with) and **08 0050S**

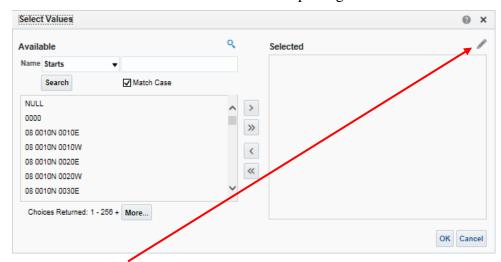


Select the MTRs you want and click on the **single right arrow** to move them to the **Selected** pane. Then click **OK**.

C. The MTR can be entered using a properly formatted pre-prepared list (without any Semicolons). This list can be a text file, spreadsheet, or word document. To do so:



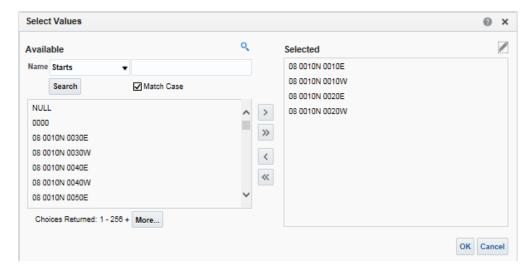
Click on More/Search in the Meridian Township Range choice list.



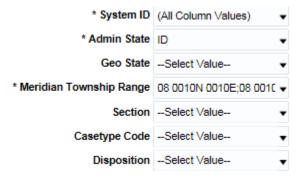
Then click on the **Pencil** icon in the upper right corner..



Then you can Copy and Paste the list of MTRs into the Edit box and click on OK.



And click on **OK** again



The MTRs are populated into the text box properly formatted with the Semicolon(s).

Remember:

MTR must be formatted as:

2 digits for Meridian, Space, 5 digits for Township, Space, 5 digits for Range. For example: T1N, R1E in Idaho, would be 08 0010N 0010E.

ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, NO DATA WILL BE RETURNED.

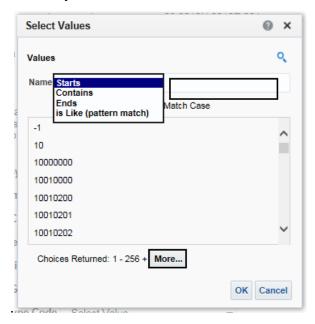
7. If you want to limit your land description to just one or more **Sections**, click on the dropdown for Section, enter the 3-digit code(s) in the text box, separated by a Semicolon if more than one, or select from the list box.

Identify the Optional Information

8. Click the drop-down for **Casetype Code** to specify the desired case type(s), if known.

Enter the six digit casetype code in the text box or select the Casetype value from the list. Select multiples by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key to select sequential criteria.

- 9. Click the drop-down for **Disposition.** The case dispositions for the selected System Id display in the selection box.
 - Enter the case disposition(s) (IN UPPER CASE) in the text box or select from the list. Select multiples by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key to select sequential criteria.
 - If the desired criterion for System ID includes Case Recordation; select from Authorized, Cancelled, Closed, Expired, Pending, Rejected, Relinquished, Void, and Withdrawn.
 - If the desired criterion for System ID includes Mining Claims; select from Active, Closed, Pending, and Void.
 - If the desired criterion for System ID includes Status; no case dispositions are applicable, so either enter NULL in the text box or select NULL from the list.
- 10. Click the dropdown for **Admin Agency Code**. Select the Admin Agency Code value from the list box, or enter it into the text box. You can search for more options by clicking More/Search in the drop down menu. Choices one through 256 will be automatically returned. To see more choices, click More... and additional options will appear. If you wish to search a specific value, it can be entered in the search box. Chose how you would like to search the code (starts with, contains, etc...) and enter one to eight characters in the search box, then click Search. Refer to the Reference Codes to determine Admin Agency code, if necessary.

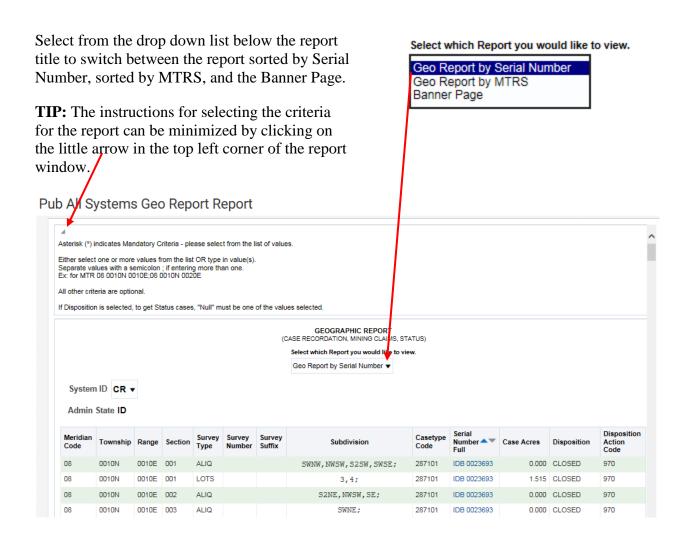


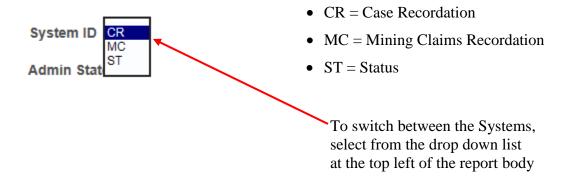
Processing the Report

11. After selecting all necessary criteria, click **OK.** 04/10/2018

If all mandatory criteria have not been identified, the OK button will not be enabled. Identify any missing mandatory criteria values and then click on OK.

When the report has finished processing, the Geo Report by Serial Number view displays:



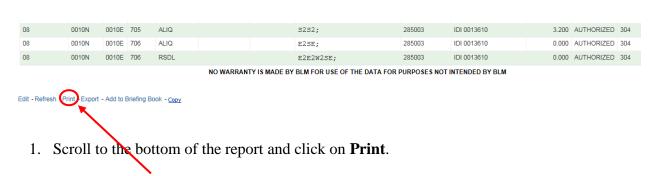


Links to Serial Register Page (SRP)

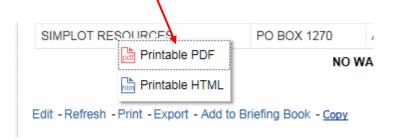
The report is displayed in HTML format. Note: The serial number is displayed in blue. If you would like all the details for a specific case, click on the blue link and the serial register page will be automatically generated. This is only accessible in the HTML format. Once the document is converted to .pdf or Excel the link disappears.

Print Report

To print the report, the report must first be converted into a pdf. Printing from the original display of the report will just print the information displayed in the report window.

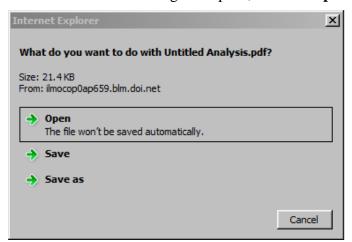


2. Click the **Printable PDF** button.



Edit - Refresh - Print - Export - Add to Briefing Book - Copy

3. Then when the IE dialog box opens, click on **Open**.



The system converts the information to Adobe Reader format.

4. When the pdf displays, click the printer icon.

